

CALIFORNIA HORSE RACING BOARD



JOB OPPORTUNITY FOR ASSISTANT INFORMATION SYSTEMS ANALYST

Visit our Website at www.chrb.ca.gov

LOCATION: SACRAMENTO

FILE BY: Until Filled

TENURE/TIMEBASE: Permanent/Full time

SALARY:
Range A - \$3106 - \$3596
Range B - \$3204 - \$3893
Range C - \$3841 - \$4903

REQUIRED INFORMATION:

In order to be considered for this position, please submit a Standard State Application (Std. Form 678) and a Resume to:

ATTN: WENDY MATSUDA
California Horse Racing Board
1010 Hurley Way, Suite 300
Sacramento, CA 95825

MAKE SURE YOU ENTER **ASSISTANT INFORMATION SYSTEMS ANALYST** in the Job Title box of the Standard State Application, Form 678.

POSITION DESCRIPTION:

Under the general direction of the Supervising Staff Programmer Analyst, the incumbent assist, performs, and/or participates in technical systems support, analysis tasks on projects and systems, providing technician network administration, security, hardware, and software support, assistance and training to end users, and other duties as required.

DESIRABLE QUALIFICATIONS:

- In-depth knowledge the Microsoft Office Products.
- In-depth knowledge of routing, firewalls, networking technologies, PC hardware platform, Windows 2000, 2003, and XP and PC Communication hardware.
- The ability to consistently make significant progress while working on several projects at once.
- Good judgment, listening skills, people skills, good attendance, and attention to detail.
- Willingness to travel occasionally throughout California to the various CHRB offices.

ADDITIONAL INFORMATION:

You are eligible to apply if:

- You are currently in the classification of Assistant Information Systems Analyst.
- You are on an SROA/Surplus list in a classification comparable and transferable.
- Have reinstatement eligibility.
- Reachable on an active eligibility list for either classification.

Applications will be screened and only the most qualified will be interviewed. Microsoft Certified Systems Engineers are encouraged to apply.

It is the policy of the CHRB that no person may be hired as an employee if that person has been convicted of a felony, or any gambling-related offense, therefore, all employees are subject to a background check.

A copy of the duty statement can be found on our website at: www.chrb.ca.gov under Job Opportunity link. Questions regarding the duties of the position may be directed to Steve Saks, Supervising Staff Programmer Analyst at (916) 263-4153.

CALIFORNIA STATE GOVERNMENT*AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.
The California Horse Racing Board utilizes the California Relay Service. The numbers available for use are
1-800-735-2929 (TT.TDD) and 1-800-735-2922 (VOICE).

Final File Date: Until filled

Release Date: 03/18/09

CALIFORNIA HORSE RACING BOARD
INFORMATION SYSTEMS UNIT

ASSISTANT INFORMATION SYSTEMS ANALYST

DUTY STATEMENT

Under the general direction of the Staff Programmer Analyst (Supervisor), the incumbent assists, performs, and/or participates in technical system support and analysis tasks on projects and systems; and responsible for providing technical network administration, security, hardware and software support; and other duties as needed. Listed below, but not limited to, are the typical duties:

| % of Time | Essential Functions |
|-----------|--|
| 50% | Provide local and remote support for all California Horse racing Board systems; maintain and administer the network, network server, and network devices; maintain efficiency and reliability of PC operations and components; and perform tasks in support of CHRB office systems. |
| 20% | Perform duties in support of the information systems analysis tasks for equipment and software procurements; provide support of network operations and/or production processes in CHRB environments; maintain and support CHRB's internal information systems related issues; and troubleshoot problems using internal and external resources. |
| 10% | Assist with the development and maintenance of security equipment, software, procedures and protocols to protect the network and systems from incursion and intrusion. |
| 10% | Build, deploy and maintain CHRB's local and statewide distributed network; provide high level customer support on network and software issues; and train end users in use of computer tools. |
| 10% | Participate in the development, implementation, and deployment of the comprehensive backup and disaster recovery plan and program to ensure CHRB's business continuity. |